



WEST CHICAGO FIRE PROTECTION DISTRICT

*Pension Board*

200 Fremont Street, West Chicago, Illinois 60185 (630) 231-2123 Fax (630) 231-2122

Minutes of the Regular Meeting  
of the West Chicago Fire Protection Districts'  
Pension Fund Board held on April 18, 2016  
at 200 Fremont St, West Chicago, IL

The meeting was called to order at 9:00 a.m. by President Andy Maxwell.

**Roll call** showed Trustee Bob Hodge, Trustee Dave Janaes, Trustee Andy Maxwell, Trustee Rick Michael and Trustee Pat Murphy present. Also present were Financial Advisor John Cahill from Edward Jones, the Pension Fund's Administrative Assistant, Joy Edminson, Greg Kiesewetter from Cook Castle Associates, LLC and newly elected Trustee Justin Ukleja.

**Minutes of the Regular Meeting** held on January 18, 2016 were reviewed. Trustee Hodge made a motion to accept minutes as written; the motion was seconded by Trustee Michael; motion passed 5 Ayes 0 nays.

**OLD BUSINESS:**

Accounting Report was moved until Accountant Ed McCormick joined meeting.

**Investment Report:** John Cahill from Edward Jones Company presented Portfolios of the Diversification Bar Chart as of April 16, 2016 showing Portfolio Total at \$29,130,920.66 with \$2,378,311.42 in Cash and Life Insurance, the Assets Analysis Portfolio and the Laddering Maturity Bar Chart as of April 18, 2016. Cahill shared that interest rates are helping at this time. Hard copies included with minutes.

John Cahill informed the Board that the nature of the above mentioned Portfolio Reports are going to be changing by Edward Jones. The Amount Invested column will be disappearing for all investments. There was discussion by the Board and Cahill assured the Board that there will be another report that will be performance based.

Accountant Ed McCormick from Mulcahy, Pauritsch, Salvador & Co., Ltd (MPS) and Attorney Cary Collins joined the meeting at 9:08 a.m.

**Ratification of phone transactions and trades:** One (1) purchased and zero (0) sold.

03/28/16 (Purchased) Lord Abbett Resh FD Inc Americas Val \$ 500,000

Motion made by Trustee Michael to ratify the one (1) phone purchase, the motion was seconded by Trustee Janaes: Roll call vote showed:

Trustee Michael – Aye  
Trustee Murphy – Aye

Trustee Janaes - Aye  
Trustee Maxwell - Aye

Trustee Hodge - Aye

Motion Passed 5 – 0

More discussion was had with Cahill and Cary Collins on the change in Edward Jones Reports. Cary will talk more with John on this after the meeting.

**Accounting Report:** Ed McCormick from accounting firm of Mulcahy, Pauritsch, Salvador & Co., Ltd. (MPS) presented Statements of Net Position and Statements of Change in Net Position for January 31, 2016, February 29, 2016 and March 31, 2016. Total Assets as of March 31, 2016 were \$28,907,909, the total Change in Net Position for March 31, 2016 was \$1,140,908 and the total Change in Net Position for the ten (10) months ended March 31, 2016 was (negative) -\$1,153,302. No questions at this time on reports.

**Approval of Revised Investment Policy:** Policy not ready at this time. Cary Collins will get together with John Cahill for the revision.

**Election Certification:** An election for an Active Member seat was held April 15<sup>th</sup>, 2016 and with twelve (12) active member ballots counted, Justin Ukleja was elected as Trustee for a 3 year term ending April 2019. Ballots were verified and counted by Secretary Rick Michael and witnessed by Joy Edminson.

A motion was made by Trustee Hodge to certify the election of Justin Ukleja elected as Trustee for a three year term ending April 2019, seconded by Trustee Murphy. Motion passed 5 Ayes 0 nays.

**Portability for Christopher Fennell from Brookfield Fire Department:** Attorney Cary Collins questioned what percentage Chris Fennell is paying into WCFPD and if he paid Brookfield Fire Department the 1%. Joy Edminson will look into it.

**Annual Money-Weighted Rate of Return Report Update:** Accountant Ed McCormick informed the Board that he prepares this report annually.

**Funding Policy Statement:** Cary Collins explained the GASB67 and GASB68. Trustee Janaes informed the Board that the Funding Policy Statement at this time is in the hands of the District's Attorney, Joe Miller.

## **New Business:**

**Election of Officers:** The Board held an election of Officers. The floor was opened for nominations for the position of President of the Board, Trustee Janaes nominated Trustee Andy Maxwell for the position of president. No other nominations were made and the nominations were closed.

Motion to appoint Trustee Andy Maxwell to the office of President was made by Trustee Janaes, seconded by Trustee Hodge. Motion carried.  
Trustee Andy Maxwell was elected as President by unanimity.

The floor was opened for nominations for the position of Secretary of the Board, Trustee Maxwell nominated Trustee Justin Ukleja for the position of secretary. No other nominations were made and the nominations were closed.

Motion to appoint Trustee Justin Ukleja to the office of Secretary was made by Trustee Hodge, seconded by Trustee Murphy. Motion carried.  
Trustee Justin Ukleja was elected as Secretary by unanimity.

**Appointment of FOIA Officer:** President Maxwell appointed Joy Edminson to be the Freedom of Information Act (FOIA) officer. Trustee Hodge made a motion to ratify appointment of Joy Edminson as FOIA Officer and seconded by Trustee Murphy.  
Appointment was ratified 5-0.

**Appointment of Open Meetings Act Officer:** President Maxwell appointed Joy Edminson to be the Open Meetings Act (OMA) officer. Trustee Maxwell made a motion to ratify appointment of Joy Edminson as FOIA Officer and seconded by Trustee Murphy.  
Appointment was ratified 5-0.

**NCPERS Code of Conduct:** Discussion had on the letter received from the IAFF regarding a Code of Conduct for Public Pension Service Providers.

Motion made by Trustee Murphy and seconded by Trustee Janaes to require Pension Fund Service Providers to sign and follow this Code of Conduct. Motion passed 5 – 0.

**Liability Insurance for Pension Board:** Greg Kiesewetter from Cook Castle & Assoc. reviewed the proposed renewal of the Pension Board's Liability Insurance coverage. Discussion had on amount of coverage needed. Kiesewetter pointed out that the 2016/2017 policy will be the same as the 2015/2016 as far as coverage and limits. The premium for the proposed 2016/2017 policy will be \$3,875.00 (2015/2016 was \$3,839.00). Greg also discussed how the Actuarial Report affects the Policy premiums as well as the IDOI Annual Report findings.

Motion was made by Trustee Janaes to approve application and execute contract to start May 1, 2016 with 1,000,000 limit in coverage for each Pension Fund Trustee and the Pension Fund's Administrative Assistant, seconded by Trustee Hodge. Roll call vote showed:

Trustee Janaes - Aye	Trustee Hodge - Aye	Trustee Murphy - Aye
Trustee Maxwell - Aye	Trustee Ukleja - Aye	

Motion Passed 5 – 0

Kiesewetter will go forward with the policy renewal and invoicing.

**Approval of Retirement Benefits – Lt Rick Michael:** Board reviewed the Application for Retirement Pension request from Lt Richard Michael. Michael's last day will be June 24, 2016 and his pension will begin on June 25, 2016 after 38 years, 0 months and 24 days of service.

Motion was made by Trustee Hodge to accept the Application for Retirement Pension for LT Rick Michael to begin June 25, 2016; the motion was seconded by Trustee Janaes:  
Roll call vote showed:

Trustee Hodge - Aye	Trustee Janaes - Aye	Trustee Ukleja - Aye
Trustee Murphy - Aye	Trustee Maxwell - Aye	

Motion Passed 5 – 0

**Administrative Assistant Salary Increase:** The WCFPD increased the Administrative Assistant's salary by \$2.00 per hour beginning January 1, 2016. Trustee Murphy made a motion to accept the \$2.00 increase as of January 1, 2016, seconded by Trustee Janaes.

Roll call vote showed:

Trustee Murphy - Aye	Trustee Janaes – Aye	Trustee Michael - Aye
Trustee Maxwell - Aye	Trustee Hodge - Aye	

Motion Passed 5 – 0

**Municipal Compliance Disclosure Report FYE May 31, 2015:** Ed McCormick of MPS presented the Municipal Compliance Report for the Fiscal Year ended May 31, 2015 for the WCFPD. Trustee Hodge made a motion to execute the Municipal Compliance Report to the West Chicago Fire Protection District as presented, seconded by Trustee Murphy.  
Motion passed 5 – 0.

**Compliance Fee:** A motion was made by Trustee Janaes to approve payment of the Compliance Fee when received to be paid out of the Pension Fund Checking Account not to exceed 2015 amount (\$5,769.55), seconded by Trustee Ukleja. Roll call vote showed:

Trustee Janaes - Aye	Trustee Ukleja - Aye	Trustee Hodge - Aye
Trustee Murphy - Aye	Trustee Maxwell - Aye	

Motion Passed 5 – 0

**IDOI Report (FYE 5/31/16):** Board discussed that the IDOI Report needs to be done as soon as possible after the Fund's fiscal year end so that the Actuarial Report and Annual Financial Report can be generated and so the District can have reports by September 1st. Ed McCormick will begin working on the IDOI Report right after the Fiscal Year End to have report filed by August 15<sup>th</sup>.

**Annual Financial Report (FYE 5/31/16):** The Annual Audit FYE May 31, 2015 was prepared by Knutte & Associates, Inc. but there were many excuses and delays in sending the completed Report to the Fund. Board discussed looking for a new firm to prepare the Annual Audit FYE May 31, 2016. Trustee Maxwell will send out some requests for proposals and Accountant McCormick will investigate other possible firms and get back to Trustee Maxwell.

**Actuary - Actuarial Discipline:** The WCFPD informed the Pension Fund of possible Disciplinary action against Actuary Tim Sharpe by the ABCD (Actuarial Board of Counseling and Discipline). Per a handout by WirePoints, the ABCD has made a recommendation that Sharpe be expelled from membership in the American Academy of Actuaries.

Trustee Justin Ukleja left the meeting at 9:56 a.m.

Attorney Collins explained that the discipline is not coming from the "official entity", and it is in his opinion to continue Tim Sharpe's services.

Trustee Justin Ukleja rejoined the meeting at 9:58 a.m.

More discussion on continuing to retain services of Tim Sharpe.

Accountant Ed McCormick left the meeting at 10:02 a.m.

After discussion of the Board, there was a motion by Trustee Ukleja to retain the services of Actuary Tim Sharpe, seconded by Trustee Hodge; motion passed 5 – 0.

**Annual Actuarial Report (FYE 5/31/16):** Documents and information will be sent to Actuary Timothy Sharpe when completed.

**2015 Trainings:** A report showing all Trustee Trainings for 2015 was given, there are still some missing certificates. Trustees will turn in any other training certificates so the Admin. Assistant can update the report and send to IDOL. Attorney Collins informed the Board of upcoming trainings on May 19<sup>th</sup> and 20<sup>th</sup>. Trustee Maxwell shared that there will be an AFFI Training in the fall. Trustees can refer to Cary Collins for other upcoming and ongoing trainings.

## Letters & Bills:

Hard copy of Report on Pension Fund Bills Paid Out included with minutes. Report shows checks written in-house with a balance in checking account of \$9,254.01 as of 04/17/2016.

Motion to ratify the payment of six (6) bills paid by the Pension Fund Checking Account for \$1,525.50 was made by Trustee Janaes and seconded by Trustee Murphy. Roll Call showed:

Trustee Janaes - Aye

Trustee Murphy – Aye

Trustee Michael - Aye

Trustee Maxwell - Aye

Trustee Hodge - Aye

Motion Passed 5 – 0

Outstanding Bills: None at this time.

**Approve to transfer cash to checking account:** A motion was made by Trustee Hodge to transfer \$30,000.00 (Thirty-Thousand Dollars) from Edward Jones to the in house Pension Checking Account, seconded by Trustee Murphy. Roll call vote showed:

Trustee Hodge - Aye

Trustee Murphy - Aye

Trustee Ukleja - Aye

Trustee Janaes - Aye

Trustee Maxwell - Aye

Motion Passed 5 – 0

**Attorney Report:**

Attorney Cary Collins informed the Board of some Bills that are in the works in Springfield. Collins also reminded the Board that every 20 (twenty) years the state can change the Illinois Constitution. Collins also discussed Tier 11 and how it will affect the Pension Fund now and in the future.

**Open to Public Comments:**

No comments at this time.

**Miscellaneous:**

President Maxwell thanked Rick Michael on behalf of the Board for his service on the Pension Fund Board.

**Possible Closed Executive Session:**

There was no need to go into closed session.

**Possible Action on Closed Session:**

No Action at this time. Nothing to release at this time.

**Next regular meeting:**

The next meeting will be held on Monday, July 18, 2016 at 9:00 a.m. at Station #6, 200 Fremont Street, West Chicago, IL.

Trustee Hodge made a motion to adjourn, seconded by Trustee Ukleja.

Meeting Adjourned at 10:24 a.m.

Respectfully submitted;



Justin Ukleja  
Pension Fund Secretary